

**U.S. Department of Energy
Office of Science Sponsored Internship**

NEW APPOINTMENT CHECKLIST

ADVISOR Complete This Section

Work Expectations

Student's expected regular work hours/days: _____

Can the student work flexible hours? If so, what are the restrictions: _____

Who should the student report to regularly? _____

If this person is not available, who should the student report to? _____

Who, other than the advisor, will the student work with regularly? _____

Who should the student call if he/she cannot come in to work? _____

What is appropriate attire for the student during normal work conditions? _____

Research tasks

What regular tasks will the student be working on? _____

What other tasks can the student work up to? _____

What can the student expect to get out of the internship experience? _____

Will the student attend staff/business meetings? How often? _____

Will the student attend technical seminars? How often? _____

Infrastructure

Will the student have a computer for his/her use? _____

Will the student have an e-mail account? _____

Will the student have voice mail on his/her phone? _____

Will the student have a prox card or other after hours building access? _____

Will the student use government vehicles? _____

Will the student be issued building keys? _____

STUDENT Complete This Section

What do you expect to gain from your appointment? _____

How much interaction with your advisor do you feel is reasonable? _____

How often would you like feedback from your advisor on how you are progressing? _____

General Discussion Topics

Topic	Initial Completed
Job-specific safety rules for work assignments	
Location of washrooms, restrooms, lunch room, supply room, etc.	
Road conditions emergency phone number and use	
Rules and restrictions on use of e-mail, Internet, long distance phone, etc.	
Building emergency procedures, alarms, fire alarm staging area, etc.	
Resources available for help, including IS&S Help Desk, etc.	
Student's Mail Stop, phone number, building name, office location, etc.	

Advisor Signature

If concerns or problems exist, please contact your Program Administrator/Education Director. Advisors should be regularly available to the student, or have provisions in place for the student to receive guidance from another staff member. If serious problems exist the student can be reassigned or the appointment can be terminated.

Signature

Date

Student Signature

If concerns or problems exist, please contact your Program Administrator/Education Director. As an "acting professional" you are expected to maintain a professional attitude and abide by Laboratory rules and the guidance of your advisor. Though you are not a full-time staff member, your input and contributions are valued. If serious problems exist, you can be reassigned to another advisor, or the appointment can be terminated.

Signature

Date